

# Los Alamos National Laboratory Emergency Management

Los Alamos National Laboratory  
Laboratory Implementation Requirement LIR 403-00-01.3  
Issue Date: April 9, 1998 (Revised: 10/08/03)

Mandatory Document

## 1.0 Introduction

**Lessons Learned:** [Click here](#) for Lessons Learned that may apply to the requirements contained in this LIR.

**1.1 Background** The Laboratory is required to develop and maintain an emergency management system that, through emergency planning and emergency preparedness and with effective response capabilities, is capable of responding to and mitigating the consequences resulting from emergencies. Emergency planning reduces the potential for loss of life and property damage, increases the safety of all employees and the public, and protects the environment. Division leaders, program managers, office leaders, project leaders, facility managers (FMs), group leaders, and office leaders must plan for emergencies, provide the necessary emergency training to ensure that employees and the public are protected, and take the actions necessary to mitigate the emergency until relieved by authorized personnel. The Emergency Management and Response (EM&R) Group shall assist Laboratory managers in that effort by administering a comprehensive emergency management program.

This LIR states the requirements to implement performance criteria in LPR 403-00-00, "Emergency Management."

The contents of this document are effective upon the issue date.

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## 2.0 Purpose

This LIR provides requirements for the Laboratory to implement the Emergency Management Program.

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## 3.0 Scope

When an emergency occurs at the Laboratory, the EM&R Group (S-8) shall be responsible for all elements of response throughout the duration of the emergency.

The Laboratory's *Emergency Management Plan* incorporates into one document a description of the entire process designed to plan for, respond to, and mitigate the potential consequences of an emergency. This plan, coupled with the Building Emergency Planning Program and site-specific emergency procedures, states the requirements, procedures, and information needed to ensure that any emergency at the Laboratory is mitigated as expeditiously and effectively as possible.

Implementation of the Laboratory's *Emergency Management Plan* shall establish an emergency management program that

- assigns responsibilities;
  - guides in categorization and classification of an emergency;
  - states necessary notifications for emergency response personnel and the public;
  - outlines the assessment of Laboratory and off-site hazardous materials conditions during or following an emergency;
  - outlines an effective course of action to protect the public and Laboratory personnel in the event of an emergency;
  - addresses the implementation of protective actions;
  - guides mitigation of the hazardous materials consequences; and
  - outlines necessary training for emergency response personnel.
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## 4.0 Definitions

See the LANL Emergency Management Plan Glossary. ([Glossary](#))

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## 5.0 Implementation Requirements

The following sections summarize the responsibilities for Laboratory personnel. For detailed requirements, refer to the LANL [Emergency](#)

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## [Management Plan \(LA 12900\).](#)

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### **5.1 LANL Director and Associate Director**

The Laboratory Director shall ensure the development, implementation, and maintenance of an emergency management program that shall be commensurate with the facility-specific hazards and consistent with departmental directives and standards of performance, as defined in Appendix G of the UC-DOE Contract. The Director has delegated this responsibility to the EM&R Group Leader. If investigative action is required as a result of an emergency not involving criminal or suspected criminal activity, the Associate Director (AD) or his/her designee that is responsible for the area in which the emergency occurred must officially assume control of the scene and be responsible for preserving the scene. The emergency scene shall not be released to facility personnel until the AD, or his/her designee, provides written approval.

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### **5.2 Division Directors/ Facility Managers**

Division leaders and FMs shall

- train their personnel in evacuation and sheltering and the subsequent accounting for evacuated or sheltered personnel.
  - maintain records of training and training drills/exercises for their personnel.
  - designate individuals to coordinate emergency preparedness.
  - prepare the Building Run Sheet and Emergency Procedures Checklist (provided by EM&R) with accurate and complete information; review it annually; and return it to EM&R.
  - ensure that Hazards Surveys are prepared for their facilities, submitted to EM&R, and kept updated.
  - establish emergency procedures and review them annually.
  - train employees in established emergency procedures.
  - establish safe shut-down plans for all critical processes and facilities and provide EM&R with a copy of each plan.
  - notify EM&R immediately if any changes occur in security or access to the building, operations, or building configuration.
  - notify EM&R of authorization basis quantities, planned and actual significant changes in hazards, and material operations or inventories (including USQs, HCPs, etc.) that involve the following: (1) radioactive materials in excess of those listed in 10CFR30.72, Schedule C; (2) chemical hazardous materials in excess of Emergency Management screening quantities ([see EM&R web page http://emr.lanl.gov/chem.html](http://emr.lanl.gov/chem.html)); and (3) processes that can generate hazardous or radioactive materials in excess of those quantities.
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## 5.2 Division Directors/ Facility Managers (continued)

- provide EM&R with current authorization basis documents that apply to their facilities at both the 90-percent and final completion levels.
- ensure that an Emergency Planning Hazard Assessment (EPHA) is prepared or updated by EM&R prior to operating a facility or a changed process that involves chemical or radioactive material in excess of the listed quantities above..

The emergency management hazard assessment process (contact Emergency Response at 667-6211) requires that the responsible individuals shall, at a minimum, update the scenarios and the quantities of the hazardous materials annually.

## 5.3 EM&R

The Emergency Management and Response Group (EM&R) shall

- prepare and publish the Laboratory's *Emergency Management Plan* <http://emr.lanl.gov/emp> and *Emergency Management Plan Implementing Procedures* <http://emr.lanl.gov/empip/>.
- determine both the Laboratory's emergency planning zone (EPZ) and the EPZs for individual facilities.
- provide the Local Emergency Preparedness Committee with the changes to the Laboratory's EPZ.
- in any emergency, notify DOE, state, local, and tribal officials, as required by the Emergency Management Plan and the notification checklists.
- send Hazards Surveys, Building Run Sheets and Emergency Procedures Checklists, EPHAs, and EPZs to Lab designees for review and completion.
- prepare or update EPHAs for LANL facilities.
- assist building or facility personnel in developing emergency procedures.
- maintain the BEP (Building Emergency Plan) Program database, which documents and tracks the program Lab wide.
- notify designated individuals of the need to update schedules and procedures.
- release an emergency scene requiring further investigative actions to the responsible law enforcement agency or the Associate Director, or his/her designee who is responsible for the area in which the emergency occurred.

**Note:** EM&R shall serve as the liaison to the FMs for the overall coordination of information that is required for the planning, preparation, and mitigation

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required by the Emergency Management Program.

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## 5.4 Incident Commander

The Incident Commander shall initiate notifications and communications and shall provide protective action recommendations to buildings/areas within the emergency response zone and offsite.

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## 5.5 Laboratory Workers

Laboratory workers shall report situations in accordance with [LIR 402-130-01, "Abnormal Events."](#)

Laboratory workers who discover or report an emergency or incident must

- pull an alarm box for fire or smoke and follow up with a 911 or 7-6211 phone call **or**
- call 911 to report a suspicious package or possible explosive device –  
**Do Not use a Fire Pull Station**

For all other emergencies or incidents, workers must call 911, EM&R at 7-6211, or their FM.

**Guidance Note:** If the reporting person is unsure whether or not the incident is an emergency or is unable to determine their FM, they should call EM&R (7-6211) and notify their immediate supervisor; or in the event of a nonemergency, determine who their FM is (for FM listing see [http://arania.lanl.gov/ifmpo/pdfs/facility\\_manager\\_list.pdf](http://arania.lanl.gov/ifmpo/pdfs/facility_manager_list.pdf)) and call the FM (see [LIR402-130-01, "Abnormal Events"](#)).

Individuals must take the incident-specific actions required as dictated by the training that they have received.

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## 6.0 Documentation

The following documents must be maintained.

Who	Shall Maintain
EM&R	<ul style="list-style-type: none"><li>the database of the <b>current</b> copies of<ul style="list-style-type: none"><li>Building Run Sheets/Checklists, and</li><li>building emergency procedures.</li></ul></li><li>all hard copies and the electronic database for all of the<ul style="list-style-type: none"><li>site EPHAs,</li><li>special project EPHAs, and</li><li>their supporting documents and databases.</li></ul></li></ul> and shall update annually the Laboratory's Emergency Management Plan (EMP) and its implementing procedures (EMPIPs).
FMs/designees	<b>Current</b> hard copies of their run sheets/checklists, hazard surveys, and building emergency procedures.

## 7.0 References

7.1 The OIC for this document shall be EM&R, 667-6211  
**Document Ownership**

7.2 **Documents** [DOE Order 151](#)  
[DOE Guide 151-1](#)  
[Emergency Management Plan \(LA 12900\)](#)  
[LIR 402-130-01," Abnormal Events"](#)  
[LPR 403-00-00, "Emergency Management"](#)  
[10 CFR 30.72, Schedule C](#)  
[29 CFR 1910.119](#)  
[40 CFR 68.130](#)  
[40 CFR 355](#)